

EDITED TASK LISTING

CLASS: CORRECTIONAL PLANT MANAGER II, DOC

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Manage the work of CDCR's institutional maintenance staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., culinary equipment, telecommunications equipment, electrical systems (including electrified fence, emergency generators, etc.), plumbing systems, domestic water and waste water treatment facilities, hazardous substance abatement, security and detention systems, heating and air conditioning, ventilating and refrigeration systems and auxiliary equipment, including high pressure steam boilers, gas and oil furnaces, pumps, compressors, condensers, steam distribution systems, and fire protection systems) to ensure the institution is meeting Federal and/or State mandates of living conditions, fire life safety, and energy conservation by utilizing various resources (e.g., California Code of Regulations, Uniform Building Codes, Code of Federal Regulations, California Fire Code, etc.) on a daily basis.
2.	Oversees the maintenance staff for the corrective/or preventative maintenance (e.g., safety, energy conservation, and hazardous and toxic materials programs) to ensure the institution is meeting Federal and State mandates of living conditions, fire/life safety and energy conservation by keeping equipment running at optimum levels utilizing the proper tools, equipment, DOM, Title 15, Title 22, Title 24, and local operation procedures as required.
3.	Facilitate working/inspection schedules of outside contractors and various governmental agencies to produce a safe and secure environment utilizing various resources (e.g., California Code of Regulations, DOM, knowledge of programs and facilities) as required.
4.	Coordinate the work effort of Inmate Ward Labor projects within the needs and constraints of the Institution utilizing the proper tools, equipment, DOM, Title 15, Title 22, Title 24, and local operation procedures as required.

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5.	Oversee the maintenance of blueprints, equipment specifications, bid packages, operational maintenance manuals, and other records of the physical plant to ensure that information is accurate and updated utilizing various tools, equipment, aids, and staff resources, as needed
6.	Consult and respond, both verbally and written, to reports and/or notices of correction from control agency representatives (e.g., Office of State Architect, CAL-OSHA, Dept. of Health Services, Regional Water Quality Control Board, State Fire Marshall, Air Quality and other regulatory agencies, etc.) to produce a safe and secure environment by utilizing the proper resources, DOM, Title 15, Title 22, Title 24, and local operation procedures as required.
7.	Direct the preparation of the Institution's Capital Outlay Budget Change Proposals by developing the Five-Year Plan, (e.g., Major and Minor Capital Outlay, Special Repair, and Section 6.0 request, etc.) to obtain approval/secure funding for code compliance changes, mandated program changes, or facility maintenance and improvements utilizing various resources (e.g., policies, regulations, court mandates) as needed.
8.	Oversee the reoccurring budget by monitoring budget related costs to ensure that Plant Operations provides the services necessary to maintain the physical plant and operate within budgetary authorized levels through the use of various resources (e.g., budget allotments, historical data, Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs, and energy conservation measures) on a daily basis.
9.	Inspects the maintenance, repairs, and alteration of buildings, structures, roads, roofs, grounds, walkways, equipment, and other related infrastructure to ensure they are being maintained in a satisfactory condition of living and working standards utilizing various resources (e.g., the Standard Automated Preventive Maintenance Program (SAPMS), California Code of Regulations, Departmental Operation Manual, California Fire Code) as needed.

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10.	On a rotational basis, act as the Administrative Officer of the Day (AOD) for the institution to provide a point of contact at the Warden's level, during non business hours, to ensure the continuous safety and security of the institution by utilizing various resources (e.g., AOD Handbook, DOM, knowledge of programs and facilities).
11.	Acts in the absence of the Correctional Business Manager or Associate Warden, Business Services to ensure the continued efficient operation of the Business Services Division using various resources (e.g., personal experience, knowledge, and other staff) as required.
12.	Review and prepares various written documents and administrative reports (e.g., records of meetings, cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc.) to local administration, headquarters, and control agencies in order to maintain, repair, and plan for the appropriate maintenance of the institution utilizing various resources (e.g., staff, preventive and corrective maintenance programs, environmental health survey, capital outlay process) as needed.
13.	Review, investigate, and respond to staff grievances and inmate appeals (CDC 602) to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed.
14.	Oversees the Plant Operations staff and inmate accountability procedure (e.g., California Code of Regulations, DOM, knowledge of programs and facilities) through the use of first and second line supervisors (e.g., Correctional Plant Supervisor, Supervisor Building Trades, Chief Engineers, etc.) on a daily basis.
15.	Facilitate the recruitment and hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions, as needed and/or directed by management in accordance with Bargaining Unit guidelines and State Personnel Board Rules and Regulations.

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16.	Tracks and facilitates construction and repair projects (e.g., water and energy conservation, project meetings, population mission/fluctuation needs, etc.) with all entities to minimize disruption to institutional programs and ensure compliance by utilizing various resources (e.g., California Code of Regulations, Departmental Design Criteria Guidelines, project drawings and specifications) as needed.
17.	Responsible for staff safety and security training by conducting meetings or providing necessary training (e.g., electrified fences, SB 198, MSDS, Lock out tag out, etc.) to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (e.g., classroom, on the job, and mentoring) for successful job performance and upward mobility as needed.
18.	Monitors staff compliance of health and safety regulations, regulatory requirements, institutional security requirements (proper vehicle procedures, tool and key control, appropriate alarm responses, etc.), Standard Automated Preventive Maintenance Program, and hazardous materials programs to produce a safe and secure environment utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual, knowledge of the programs/facilities) on an ongoing basis.
19.	Overseeing personnel to ensure that no inmate performs preventative/corrective maintenance on any security system (e.g., electro mechanical, cell doors, locking devices, etc.) to maintain safety and security within the institution utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual, knowledge of the programs/facilities, etc.) on an ongoing basis.
20.	Prepare and review employee performance factors (e.g., Individual Development Plan, Report of Performance for Probationary Employee, etc.) to provide required documentation to improve employee performance or address substandard performance utilizing various resources (e.g., knowledge, policies, procedures, etc.) as required by the State Personnel Board and institutional duty statements in accordance with departmental policy and Labor Relations on an as needed basis.

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21.	Carries out supervisory responsibilities to Plant Operations staff with regard to Department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies, Memoranda of Understanding, and established guidelines/policies in order to ensure a discrimination free work environment on an ongoing basis